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Thomas O. Forslund, Director

Governor Matthew H. Mead

Policy Title:	Employee Separation
Policy Number:	S-003c
Effective Date:	July 1, 2013
Approval:	Thomas O Forelund 6/17/13
	Thomas O. Forslund, Director

Purpose:

This policy establishes Wyoming Department of Health's (WDH) responsibility to process employee separations in a timely manner to protect WDH assets and to prevent abuse of access privileges.

Scope:

This policy applies to all WDH workforce.

Policy:

The division administrator is responsible for ensuring the security of information, the return of state property, and the smooth transition of duties to a new worker when an employee separates. The division administrator shall ensure that separating employees':

- 1. Final paychecks are accurate and received in a timely manner.
- 2. Computer and data access (based on employees' assigned functional categories pursuant to WDH Form F-028; Assignment of Functional Categories) is revoked.
- 3. Keys are returned and electronic access is revoked.
- 4. Other assigned property is returned.

Procedure:

Separating Employees Shall:

- 1. Submit a written resignation with an effective date.
- 2. Return all property and files to the division administrator or designee.

Supervisors/Division Administrators Shall:

- 1. Complete an SF-005; Employee Separation Checklist as soon as possible.
- 2. Take possession of all employee assigned property and complete the established <u>SF-016</u>; <u>Employee Assigned Property Tracking Document</u>.
- 3. Immediately notify the Department of Enterprise Technology Services (ETS) help desk.
- 4. Return ID access card and parking permit, if available, to A&I. Obtain and forward confirmation from A&I to WDH human resources.

Human Resources/Payroll Shall:

Process the human resources and payroll section of the <u>SF-005</u>; <u>Employee Separation Checklist</u>. File completed documents in the employee personnel file.

ETS Shall:

Process the information technology section of the SF-005; Employee Separation Checklist.

References:

NIST SP-800-12 NIST SP-800-66, Revision 1 45 CFR §§ 164.306-312 ETS Policy 9400-P170, User Access Management

Forms:

SF-005; Employee Separation Checklist
SF-016; Employee Assigned Property Tracking Document

Contacts:

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Training:

State of Wyoming – Department of Health S-003c; Employee Separation Effective July 1, 2013 Page 2 of 2